

ACCOUNT MANAGER/ITR		
1.	Project Number	
2.	Contract Number	
3.	Vendor	
4.	Vendor Duns Number	
5.	Type of Contractor: (A) Small Disadvantaged Business (B) Other Sm. Business (C) Large Business (D) JWOD Nonprofit Agency (E) Educational Institution (F) Hospital (G) Non Profit Organization (K) Local/State Government (L) Foreign Contractor (M) Domestic Contractor performing outside the US (U) Historically Black College/University or Minority Institution (HBCU/MI)	
6.	Is the contractor a Veteran Owned Small Business? (A) Service Disabled Vet-owned Small Business (B) Other Vet-owned Small Business (C) Not a Vet-owned Small Business	
7.	Is the Vendor a Hubzone Small Business Concern?	
8.	Use of EPA Designated Products: Is the purchase for Construction, Landscaping, Nonpaper Office Products, Paper & Paper Products, Park/Recreational, Transportation, or Vehicular Products If Yes, please go to the instruction manual and choose from A, B, C, or D. If No, Check this.	(E)
9.	Complete the Four Digit Client Code	
10.	If the client is DOD, answer the following, if not, skip. Commercial Item Category: (A) Commercially Available Off-the-shelf Item (B) Other Commercial Item (C) Nondevelopmental Item (D) Noncommercial Item (E) Commercial Service (F) Noncommercial Service	
11.	Reason for Purchase: (A) Convenience and Economy (B) Expertise (C) Specifically Authorized (D) Authorized by Executive Order (E) Modification or Extension (F) Other	
CONTRACTING OFFICER		OFFICE USE ONLY:
NAICS _____ PBSOW yes/no		GWAC Excel Log GPDS
Bundling of Contract Requirements yes/no		TIN _____
SDC Contracts – Choose One: (A) Fair Opportunity Process (B) Urgency (C) One/Unique Source (D) Follow on (E) Minimum Guarantee		STATE _____ CITY _____ START DATE: _____ END DATE: _____ DODACC _____